


Canceling a Requisition Schedule Checklist

Navigation: **Purchasing > Requisitions > Maintain Requisitions**

1. Search for the requisition you want to cancel.
2. Select it.
3. Click the Schedule Tab.
4. Select the Schedule you want to cancel.
5. Click  to cancel the schedule.
6. The following message will come up,” Canceling a Schedule will also cancel its distribution(s), Proceed? (10100,137)

After a Schedule is Cancelled and the Requisition is saved, the Schedule cannot be changed again.

| | |
|-----|----|
| Yes | No |
|-----|----|

7. Click Yes.
8. Click Save.